

## **SUPERVISOR IV**

### CODES/PAY GRADE

Class Code: 2305

EEO Code: G

Pay Grade: 123

### MAJOR FUNCTION

Highly responsible supervisory work coordinating and scheduling major units or groups of maintenance and/or construction workers.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Oversees and manages specific area of maintenance or construction of a large scale nature section of activity. Works with Supervisor III on preparation for projects to be done.

Trouble shoots problems encountered on projects with the design plans or actual work site.

May work with Road and Bridge Director and Engineering Services in determining the best construction methods based on soil type and land features.

Compiles construction and maintenance schedules.

Hires and recommends termination of employees.

Makes recommendations to management concerning present and future projects, methods of operations and more efficient ways to accomplish goals and improve productivity.

Counsels and directs subordinate supervisors in personnel management and construction/maintenance techniques.

Submits requisitions for equipment and materials. Controls the storage and issuance of major items of material, supplies, and equipment.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the methods, operating rules, and types of equipment for construction and maintenance. Knowledge of effective supervisory practices and techniques and personnel management.

**(Supervisor IV continued)**

Ability to plan, schedule, and supervise equipment and personnel. Ability to read working diagrams, schedules, and simple blueprints. Ability to understand and follow the County Merit System Regulations. Ability to keep records and prepare reports. Ability to understand, interpret, and effectively carry out written and oral instructions accompanied by construction plans. Ability to analyze current working practices and make recommendations to improve them. Ability to manage a major construction and/or maintenance unit. Ability to coordinate many work crews in a project.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED and two (2) years of experience as a Supervisor III or seven (7) years of experience coordinating and scheduling employees engaged in construction, maintenance, and repair of public works, mosquito control, grounds maintenance, facilities maintenance, or airport activities; or similar type work.

A Florida CDL may be required within six (6) months of appointment depending upon the division of assignment. CDL level will be determined by appointing director.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

ADA requirements may vary depending on position/division of assignment.

Physical Demands: Sedentary to light work. Ability to see, talk, hear. Limited requirements to lift, carry, reach, handle, feel, push, pull, twist.

Environmental Demands: Inside and outside work. Ability to tolerate inclement weather including rain, humidity, heat and cold. May be exposed to chemicals, insects, toxic plants, odors, dust, fumes, noise, vibration.

Mental Demands: Ability to read and comprehend reports, blueprints, layouts, safety instructions, memos, letters, product directions, work orders, financial statements. Ability to write instructions, directions, procedures, memos, reports, financial statements. Ability to perform shop math. Ability to speak clearly and concisely relaying information to workers and laymen. Ability to identify and resolve problems. Ability to analyze data and develop conclusions.

Revised 8/03